

SECRET

*Revised
OSA Notice 5-5-1
9 April 68*

OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 10-30

SECURITY
18 DECEMBER 1964

1. It has come to my attention that an unauthorized person was assisted in gaining access to our restricted area on the fifth floor by following an OSA employee through the cypher-lock door moments after the employee had worked the lock combination.

2. It is incumbent upon OSA personnel not only to protect the combination from unauthorized disclosure, but to make certain that the above-cited circumstance does not reoccur.

3. The combination should not be worked in such a way that unauthorized persons can learn the combination. In short, entering our restricted areas on the fifth and sixth floors must be done in a circumspect fashion.

25X1A



JACK C. LEDFORD
Colonel USAF
Assistant Director
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 10-29

SECURITY
3 NOVEMBER 1964

1. Quoted below is a message sent to all OSA contractors reiterating Headquarters policy on visit approvals and certification of security approvals in advance of meetings at which project information is to be discussed. These policies are equally applicable to and binding upon OSA employees since OSA frequently hosts such meetings at Headquarters and participates in meetings held at contractor facilities.

2. In the future, OSA employees who contemplate inviting persons to Headquarters for project discussions will first verify the security approval status of each individual with the OSA Security Staff to make certain they hold the "3" level approval for the project to be discussed. Conversely, as in the past, OSA employees visiting other facilities will have their security approval status certified to the facility which they are visiting via the Security Staff.

3. The message sent to contractors was as follows:

"1. THE CONTENTS OF THIS MESSAGE ARE TO BE MADE AVAILABLE TO ALL PERSONNEL HOLDING A THREE LEVEL PROJECT APPROVAL WHO MIGHT CONCEIVABLY BE INVOLVED IN ARRANGING CONFERENCES AND VISITS.

"2. IN THE RECENT PAST TWO INCIDENTS HAVE OCCURRED WHICH CAN NOT BE TOLERATED. EACH CAME ABOUT DUE TO A DISREGARD FOR ESTABLISHED SECURITY PROCEDURES AMOUNTING TO AN UNAUTHORIZED DISCLOSURE OF TOP SECRET INFORMATION BECAUSE OF THE LAXITY AND NEGLIGENCE OF THOSE INVOLVED.

"3. IN ORDER TO PREVENT A RECURRENCE OF THESE SECURITY BREACHES THE POLICY OF THIS HQS IS HEREBY REITERATED AND IS TO BE ADHERED TO WITHOUT EXCEPTION:

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"A. ADVANCE HQS APPROVAL MUST BE OBTAINED PRIOR TO SETTING UP INTER-FACILITY VISITS, MEETINGS, AND CONFERENCES WHERE PROJECT INFORMATION IS TO BE DISCUSSED. THIS INCLUDES VISITS TO HQS.

"B. THE SECURITY STATUS OF ALL REPEAT ALL ATTENDEES MUST BE CERTIFIED IN ADVANCE BY HQS.

"C. DISCUSSIONS MUST BE LIMITED TO THE LEVEL OF THE LOWEST LEVEL ATTENDEE. UNDER NO CIRCUMSTANCES ARE TWO LEVEL PERSONS TO BE BROUGHT TO HQS.

"D. HOSTS FOR CONFERENCES, MEETINGS AND VISITS ARE RESPONSIBLE FOR ASSURING THAT THE SECURITY APPROVALS FOR ALL ATTENDEES HAVE BEEN CERTIFIED EACH TIME. PARTICIPATION BY PERSONS NOT SO CERTIFIED WILL NOT BE CONDONED REGARDLESS OF THE INPUT THEY MIGHT BE ABLE TO MAKE.

"E. DISCLOSURES OF CLASSIFIED INFORMATION TO UNAUTHORIZED PERSONS IS VIEWED AS AN EXTREMELY SERIOUS MATTER AND WILL BE TREATED AS SUCH SHOULD VIOLATIONS OCCUR.

"4. IT IS REGRETTABLE THAT THE ACTIONS OF A FEW MAKE THIS ADMONISHMENT NECESSARY; HOWEVER, THE SECURITY SUCCESS OF PAST OPERATIONS IS IN NO SMALL PART

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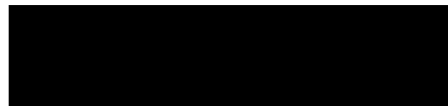
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ATTRIBUTABLE TO THE COOPERATION AND ADHERENCE TO THE
ABOVE SECURITY POLICIES BY THE VAST MAJORITY OF PROJECT
PARTICIPANTS.

END OF MESSAGE"

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JACK C. LEDFORD
Colonel USAF
Assistant Director
(Special Activities)

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